

# COUNTY OF UNION, ILLINOIS

## REQUEST FOR PROPOSALS FOR Courthouse phone system

Issue Date: October 1, 2012

Submittal Date: October 10, 2012

Contact:

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Project Manager  
Union County Courthouse  
309 West Market Street  
Jonesboro, Illinois 62952  
Telephone: 618-967-0231

### Courthouse phone system

#### Overview

The County of Union, Illinois (the "County") is issuing this Request for Proposals (the "RFP") for design and installation of telephone system (the "Telephone System") for the new Union County Courthouse located at 309 West Market Street, Jonesboro, Illinois. The Telephone System must meet the following minimum requirements:

- Thirty-two (32) voice lines
- Nine (9) facsimile lines
- Nine (9) hunt groups
- Sixty-five (65) phone stations
- Seventy (70) voicemail boxes
- Auto-attendant capabilities
- Phone ports terminate as RJ-45

Sealed proposals will be received by the County until October 10, 2012 at 8:30 a.m. in the Union County Clerk's Office.

Questions regarding this RFP may be directed to the Mike Smith, Project Manager, at 618-967-0231.

*The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.*

#### Mandatory Requirements and Conditions

A response to this RFP must be **sealed** and must include and/or comply with the following:

- (1) A cover letter designating the name, address and telephone number of the person or persons available for contact concerning the proposal.
- (2) Descriptions and/or statements regarding labor, installation, warranties, shipping/delivery and experience regarding prior design and/or installations of similar systems.
- (3) Statements regarding manufacturer authorization regarding proposed products.
- (4) Availability of training, orientation and maintenance regarding the Dispatch System including experience and qualifications of service technicians.
- (5) A timeline regarding provision of services. Work must be completed by January 1, 2013.
- (6) Other items the proposer wishes to have considered.
- (7) References.

### **Opening of Bids and Selection of Proposal**

Proposals will be opened by the County at 8:30 a.m. on October 10, 2012.

### **Evaluation Criteria**

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of services to be provided and materials to be used.
- (2) Pricing.
- (3) References.
- (4) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County.
- (5) Any other information and/or factors that the County considers relevant.